Financial Services Representative (Part Time)
Signature Federal Credit Union
Location: Alexandria, VA

Summary:
Signature Federal Credit Union is seeking a part time Financial Services Representative to join our team! The Financial Services Representative will assist our members with their Credit Union needs. S/he will provide expertise with respect to various products and services such as share, loan, and Visa products, wire transfer, electronic funds transfer, online banking, and mobile banking.

Responsibilities:
• Works directly with members to address and process requests via online support platform and telephone.
• Responsibilities include but are not limited to reconciling member inquiries regarding shares, loans, and visa accounts, processing request for wires transfer, and maintaining accurate member records.
• Promotes a sales and service culture by cross selling the Credit Union’s products and services.
• Performs other related duties as assigned.

Knowledge and Skills:
• Up to six months of similar or related experience.
• A high school education or GED.
• A significant level of trust and diplomacy is required. Work involves extensive personal contact with others.
• Must have good communication skills and be detail oriented.
• This position mostly operates from a desk. Lifting small boxes may be required. Reasonable accommodations may be made.

Equal Opportunity Statement
An Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Employee Credit Report and Background Checks
It is the policy of Signature Federal Credit Union to pull an employment credit report and conduct pre-employment background checks for employees with responsibilities for, or access to, member information.

If you’re interested or would like to apply, please submit your resume to careers@signaturefcu.org.